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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 13 September 1956

FROM : Chief, Plans &amp; Policy Staff

SUBJECT: Weekly Activities Report #37

I. SIGNIFICANT ITEMS: None.II. OTHER ITEMS:

1. All changes for the OTR Catalog of Courses have been received. The new edition will be forwarded to the printer in the next few days.
2. The Building Planning Staff, OL, requested OTR to resurvey its requirements for space in the new building based on a different set of assumptions than were requested for a similar resurvey last May. XO/TR and [ ] completed the resurvey by the date requested. 25X1
3. DC/PPS and [ ] attended a meeting of the Support Planning Committee of the DD/S. Members of the committee were asked to comment in writing on a debriefing program of Support career designees returned from the field. A CSI which will modify the present schedule for the preparation of the Preliminary Estimates of Character and Level of Operation (formerly Country Appendices) for FY 1959 was discussed by the committee.
4. [ ] discussed with [ ] Assistant XO-DD/P, his requirements for OTR support of a course of training which he proposes to sponsor, concerned with the use of the machine records system in the DD/P. This matter is more fully described in a memorandum to the DTR. 25X1
5. On 11 September a revised draft of a CSI, establishing systematic rotation between OTR and DD/P, was discussed with [ ] and [ ] Personnel Office-DD/P. Several minor revisions were suggested on the basis of current DD/P Career Service practices, and [ ] agreed to redraft the document including these revisions. It has been determined that a new draft will be ready for discussion on or about 17 September 1956. 25X1
6. [ ] has been designated as the S-3 for the Army Reserve Program, and members of this Staff have again initiated steps to develop training materials for the 1956-57 training year.

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7. A memorandum was prepared by this Staff setting forth OTR's position regarding questions concerning Agency Regulation No. 25-100, "Headquarters Participation in Training." This memorandum was submitted to the Acting Deputy Director (Support) by DTR in order to obtain DD/S concurrence in the OTR interpretation of the regulation.
8. A request by the CI Staff, DD/P, for an additional lecture in the Counterespionage Operations course dealing with Section 56, National Intelligence Survey, was discussed with the Assistant for Headquarters Training, OS; and it was concluded that coverage of this subject could be accomplished in future runnings of the course. 25X1
9. A memorandum has been prepared for the Working Group on [redacted] OCB, presenting a brief survey of courses offered by CIA which generally relate to the field of [redacted]. This memorandum was coordinated with each of the interested OTR School Chiefs and the PP Staff and the Agency member of OCB. 25X1

III. PERSONNEL ITEMS:

1. [redacted] is on military leave from 10 to 24 September. 25X1
2. C/PPS is on leave until 17 September.
3. [redacted] is on leave until 24 September. 25X1

*for* [redacted] 25X1

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